

# Oriane Spoto

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## Experience

<b>Project Manager</b> <i>Telelingua International</i> Brussels July 2017- Ongoing	-Manage translation projects in different languages while respecting clients' demands -Evaluate the projects to produce quotes for the clients -Communicate by phone,email or face to face with colleagues-translators-clients
<b>General Banking Officer</b> <i>ING</i> Louvain-la-Neuve April 2017 – July 2017	-Serve as one point phone contact to customers on banking solutions. -Analyse the clients' issues and answer accordingly while navigating in the data -Activate or deactivate banking options according to the clients' profile
<b>Tour Guide</b> <i>Viva Brussels</i> Brussels June 2016 – March 2017	-Guide and manage groups of tourists in the center of Brussels -Update and improve the content of the city tour -Animate waffle workshop for special groups of tourists
<b>Intern</b> <i>PETA</i> Manilla September 2015 – November 2015	-Internet-based searches -Distribution of flyers and magazines and fieldwork -Writing reports
<b>Intern</b> <i>EG Distriselecta</i> Beijing January 2014 – May 2014	-Meeting with clients -Writing minutes of meetings and reports -Organisation and participation to events

## Formation

<b>Chinese Language and Cultural Studies</b> <i>Zhejiang University</i> Hangzhou, 2015	Intensive Chinese classes Scholarship granted by the Ministry of Education of the PRC and Wallonie-Bruxelles Int.
<b>Master's in Multilingual Business Communication</b> <i>Université catholique de Louvain-la-Neuve</i> Louvain-la-Neuve, 2014	Graduated with honours Third semester of Master degree spent in Thomas More (Antwerp)
<b>Bachelor's in Translation and Interpretation studies</b> <i>Institut Libre Marie Haps</i> Brussels, 2012	Graduated with honours Fifth semester of Bachelor degree spent in Tamkang University (Taiwan)

## Languages

**French**

Mother tongue

**English**

Fluent, spoken/written (C1)

**Chinese**

Good knowledge (HSK5 in 2015)

**Dutch**

Good knowledge (B2)